

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 130  
JULY 7, 2016 – WORK SESSION**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 6, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**        **Richard M. Hannold, Chair**                      **Staff: Pam Dill**  
   **Jill Johnson, Member**  
   **Helen Price Johnson, Member**

**Staff Present:** Steve Marx, Assistant Director, Phil Cohen, Surface Water Manager, Pete Sebert

**Others Present:** Elaine Marlow, Budget Director

Record @ 00:05

**Surface Water**

**Subject/Description:** Donald Avenue Drainage Improvement; CDP 16-06

**Attachment:** Memorandum dated 6/15/16 from Matthew Lander, Surface Water Engineer to BOCC

**Action Requested:** Approval for the installation of a new culvert on Donald Avenue, between Allyson and Mark Street. The existing storm water conveyance system restricts the flow of storm water under Donald Avenue and is causing flooding upstream of the road; Engineer's Estimate: \$12,050.00. Work will be done by the Oak Harbor Road Shop.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Subject/Description:** Surf Paradise Outfall – Request to Advertise for Bids

**Attachment:** Memorandum dated 7/6/16 from Kyle Carlson, Surface Water Engineer to BOCC

**Action Requested:** Approval to advertise for bids for the construction of a bluff outfall off of Surf Paradise Drive. The project includes the construction of a 10 inch pipe system that will convey water across Surf Paradise Drive down the bluff to the beach below; Engineers Estimate: \$77,000.00.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Subject/Description:** Bradley Lane Drainage Project

**Attachment:** Memorandum dated 6/24/16 from Phil Cohen, Surface Water Manager to BOCC

**Action Requested:** Approval of the purchase of an existing drainage easement to provide bluff type outfall for the Bradley Lane area. The area is undergoing significant land clearing and housing development activities and has been experiencing increased storm water run-off; \$27,000.00.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Public Works**

**Subject/Description:** Title VI Non-Discrimination Agreement – Populations under 100,000

**Attachment:** Memorandum dated 6/13/16 from George Anne Sherry to BOCC

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**Action Requested:** The Non-Discrimination Agreement (NDA) is a requirement from WSDOT for those agencies who receive Federal funds for projects. Any changes to the agency's executive officer require the submittal of a new NDA. Each year the new Chair will need to sign the NDA.  
**Follow up:** Okay with full Board to move forward to a Tuesday agenda for signature.

**Add-on**

**Subject/Description:** Request for Qualifications for 2017 Multi-Year Consultant Services

**Attachment:** Notice to Consultants

**Information:** Public Works is soliciting Statement of Qualifications (SOQ) from consultants who wish to be evaluated and considered to provide professional/general services to Island County. SOQ's must be received by July 22, 2016.

**Subject/Description:** Property donation- English Boom tidelands (cont from 5/18/16)

**Attachment:** map

**Action Requested:** Property owner on English Boon would like to donate tidelands. WCLT has offered to conduct the preliminary title report and draft the donation agreement and deed at no charge.

**Follow up:** Okay with full Board to purchase property. The Board would like staff to formalize permitting duck hunting on the property and follow up with DNR as to their future ability to purchase the property.

**Subject/Description:** Cathedral Drive property donation (cont from 5/18/16)

**Attachment:** map

**Action Requested:** Property owner would like the County to be the holder of a conservation easement over a vacant high bluff lot at the end of Cathedral Drive.

**Follow up:** A majority of the Board was not in favor of purchasing the property.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 6, 2016 at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director, Bruce Rohm

**Others Present:** Elaine Marlow, Budget Director, Wylie Farr, Steve Marx, Keith Higman, Suzanne Turner, Chris Gardner, Eric Brooks

Record @ 40:12

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

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**Public Works**

- Truck Driver 1, replacement, R-13, #059/16  
*Commissioner Price Johnson moved to approve Job Requisition #059/16. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Sheriff**

- Administrative Assistant-Accountant, replacement, NR-12, #063/16  
*Commissioner Johnson moved to approve Job Requisition #063/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.*
- Civil Records Clerk, replacement, Staff-04, #061/16  
*Commissioner Johnson moved to approve Job Requisition #061/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Juvenile Detention**

- Juvenile Detention Officer, 5 FTE, replacement, C-9, #060/16  
*Commissioner Johnson moved to approve Job Requisition #060/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Auditor**

- Intern, new, #062/16  
*Commissioner Price Johnson moved to approve Job Requisition #062/16. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Health**

- WIC Certifier, replacement, C-6 #064/16  
*Commissioner Johnson moved to approve Job Requisition #064/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Subject/Description: 2016 Wellness Incentive Resolution**

**Attachment:** draft resolution

**Action Requested:** Approval of continuing the Wellness Incentive Program for 2016, with proposed changes.

**Follow up:** Melanie will bring back to a future work session for further discussion on the proposed changes.

**Subject/Description: Onsite Lean Training**

**Attachment:**

**Action Requested:** Postponed

**Follow up:**

**Subject/Description: Active Shooter Training plan**

**Attachment:** none

**Discussion:** Chris Garden, Eric Brooks and Bruce Rohm are working on an Active Shooter Response program for Island County employees. Human Resources will send out a link to Department Heads and Elected Official attaching a FEMA active shooter training course. Once the course is completed Chris Garden will be available to provide a follow up site visit.

**Health Department**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 133  
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**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 6, 2016, at 10:26 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Keith Higman, Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:23:13

**Administration**

**Subject/Description:** Consolidated Contract Washington State Department of Health

**Attachment:** Contract No. C17111-Amendment No. 8

**Action Requested:** Approval of Washington State Department of Health Consolidated Contract, Amendment #8; increase of \$5,640.00 for a revised maximum of \$1,489,986.00; adds statement of work to the following:

- Office of Drinking water Group A Program - provides funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems
- Recreational Shellfish Activities - provides funds for shellfish harvesting safety
- WIC Nutrition Program – provides Women, Infants, and Children Nutrition Program services

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Environmental Health**

**Subject/Description:** Site Hazard Assessment: Department of Ecology

**Attachment:** Contract No. TCPRA-2016-IsCoPH-00001

**Action Requested:** Approval of Toxics Cleanup Remedial Action Grant Program Agreement between DOE and Island County Public Health; perform Initial Investigations and Site Hazard Assessments and provide information to DOE for the ranking of sites; July 1, 2016 – June 30, 2017; Amount: not to exceed: \$16,000.00.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Department of Natural Resources**

**Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, July 6, 2016 at 10:42 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

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**Staff Present:** Keith Higman, Director, Lori Clark

Record @ 01:39:25

**Subject/Description:** Coastal Geologic Services, Inc.

**Attachment:** Contract No. DNR-07-2016

**Action Requested:** Approval of Services Agreement between Island County and Coastal Geologic Services, Inc.; Sedimentation and Groundwater Data Collection and Synthesis for Iverson Preserve and Livingston Bay; Term: June 15, 2016 – June 30, 2017; Amount: not to exceed \$79,913.00.

**Follow-up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Subject/Description:** WA State Department of Ecology

**Attachment:** Amendment No. 1 – SEANWS-2015-IsCoPH-00004

**Action Requested:** Approval of Amendment No. 1 to agreement between DOE and Island County for the Island County Marine Resources Committee Operations and Projects; Term: October 1, 2015-September 30, 2015; Amount: increase of \$6,000.00 to \$79,000.00.

**Follow-up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Subject/Description:** WDFW

**Attachment:** Grant Agreement – EPA Funds #16-06415

**Action Requested:** Approval of grant agreement between WDFW and Island County for Enhancing Incentive Program to Reduce Puget Sound Shoreline Armoring in Island County; Term: 5/16/16-9/30/18; Amount: not to exceed \$99,978.00.

**Follow-up:** Keith will schedule time individually with each Commissioner to discuss their concerns and bring the grant agreement back to a future work session.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, July 6, 2016 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:** Richard M. Hannold, Chair      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:10:20

**Subject/Description:** Appointment/reappointment to the Housing Advisory Board

**Attachments:** yes

**Action Requested:** The Board reviewed the applicants for the Housing Advisory Board, Position #8, 10, 14 & 16.

**Follow up:** Okay with full Board to move recommendation forward to a Tuesday agenda.

**Subject/Description:** Reappointment to the Northwest Senior Services Advisory Board

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**Attachment:** yes

**Action Requested:** The Board reviewed the applicant for the Northwest Senior Services Advisory Board.

**Follow up:** Okay with full Board to move recommendation forward to a Tuesday agenda.

**Subject/Description:** Appointment to the Lodging Tax Advisory Committee

**Attachments:** yes

**Action Requested:** The Board reviewed the applicant for the Lodging Tax Advisory Committee.

**Follow up:** Okay with full Board to move recommendation forward to a Tuesday agenda.

**Subject/Description:** GMA Issues of Concern

**Attachments:** GMA issues of Concern from Whatcom County, Comments on GMA issues of Concern by topic from Hiller West, comments from Beckye Frey

**Discussion:** At the LSC retreat in May, WSAC discussed putting together a GMA reform workgroup. Commissioner Price Johnson is a member of the workgroup. The first meeting to discuss scope and process is scheduled for July 7, 2016.

Board members shared their GMA issues of concern:

Commissioner Hannold – Rural counties are not a good fit with the GMA – one size fits all does not work.

Commissioner Johnson – Need for local flexibility

Commissioner Price Johnson – Unintended economic consequences, commonsense amendments

**EXECUTIVE SESSION ANNOUNCED**

Commissioner Hannold announced the Board would recess and meet in Executive Session in the Board's Conference Room, Administration Building, at noon, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session is expected to last 30 minutes with no announcement in open public session.

The meeting adjourned at 12:30 p.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Richard M. Hannold, Member

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Jill Johnson, Member

\_\_\_\_\_  
Helen Price Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board